



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		MOHAMED SATHAK COLLEGE OF ARTS AND SCIENCE
Name of the head of the Institution		Dr.R.Meganathan
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04424501115
Mobile no.		8870717071
Registered Email		principal@mscartsandscience-edu.in
Alternate Email		iqac@mscartsandscience-edu.in
Address		MOHAMED SATHAK COLLEGE OF ARTS AND SCIENCE, NO 13, MEDAVAKKAM ROAD, SHOLINGANALLUR, CHENNAI
City/Town		Chennai
State/UT		Tamil Nadu

Pincode	600119																								
<b>2. Institutional Status</b>																									
Affiliated / Constituent	Affiliated																								
Type of Institution	Co-education																								
Location	Urban																								
Financial Status	Self financed																								
Name of the IQAC co-ordinator/Director	DR.M.SYED ALI																								
Phone no/Alternate Phone no.	04424501115																								
Mobile no.	9842052929																								
Registered Email	iqac@mscartsandscience-edu.in																								
Alternate Email	syedmicro555@gmail.com																								
<b>3. Website Address</b>																									
Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.mscartsandscience-edu.in/">http://www.mscartsandscience-edu.in/</a>																								
<b>4. Whether Academic Calendar prepared during the year</b>	Yes																								
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://mscartsandscience-edu.in/index.html">http://mscartsandscience-edu.in/index.html</a>																								
<b>5. Accrediation Details</b>																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>B</td> <td>2.10</td> <td>2016</td> <td>29-Mar-2016</td> <td>28-Mar-2021</td> </tr> <tr> <td>1</td> <td>B+</td> <td>2</td> <td>2007</td> <td>28-Mar-2007</td> <td>27-Mar-2012</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	2	B	2.10	2016	29-Mar-2016	28-Mar-2021	1	B+	2	2007	28-Mar-2007	27-Mar-2012
Cycle	Grade	CGPA	Year of Accrediation	Validity																					
				Period From	Period To																				
2	B	2.10	2016	29-Mar-2016	28-Mar-2021																				
1	B+	2	2007	28-Mar-2007	27-Mar-2012																				
<b>6. Date of Establishment of IQAC</b>	01-Jul-2007																								
<b>7. Internal Quality Assurance System</b>																									
Quality initiatives by IQAC during the year for promoting quality culture																									

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Women's Day Celebrations	07-Mar-2020 2	180
Academic Administrative Audit by IQAC Members for All Departments	18-Feb-2020 3	180
FDP on Skill Development and counseling by Dr.Fajila Azad	17-Feb-2020 3	180
IQAC Meeting	21-Jan-2020 3	36
World Leprosy Day	30-Jan-2019 2	150
NSS DAY	24-Sep-2019 3	300
Alumni Meet	15-Sep-2019 3	600
Parents and Teachers Meeting	14-Sep-2019 2	300
IQAC Review Meeting	24-Jun-2019 1	36
International Yoga Day	21-Jun-2019 3	100
No Files Uploaded !!!		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
MOHAMED SATHAK COLLEGE	0	UGC	2020 0	0
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
Bridge Course for all first year students are conducted to make the students aware of the curriculum, content and importance of the subject.(01/08/201909/08/2019)	
Every year in twice conducted Parent's and Teachers Meeting by Association.	
FDP on brainstorm on Skill Development and counseling (B+ to C+) by Dr. Fajila Azad to in higher education the role of IQAC	
Students Satisfaction Survey (SSS) conducted in online mode with the questionnaire prepared by IQAC.	
NAAC Files verification and Academic Administrative Audit by IQAC Members.	

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
To Renewal of ISO Certification and Audit	Conducted Audit for renewal of certificate on 04/04/2020
To Apply NIRF	Submitted Data for NIRF on (05.11.2019)
To Organized an FDP Programme	FDP on Skill Development and counseling by Dr.Fajila Azad was conducted for teaching and non teaching staff members (17/02/2020)
Feedback System	Students Satisfaction Survey (SSS) conducted in online mode (Google form) with the questionnaire prepared by the IQAC by (Above 75% of attendance) in February 20.
To conduct Internal/ external academic audit	Internal Academic Audit conducted in April . External Academic Audit and Performance Appraisal System (PAS) Teaching staff by subject expert conducted in February 20
FDP / Workshops / Seminars	Staff members were sponsored to attend the Seminars / Workshops
IQAC special meeting	Meeting were conducted to sensitise

IQAC members and HODs on the revised guidelines for NAAC Accreditation. in which presentation made by Dr. M.Syed Ali. A core committee and seven criteria wise committees consisting of team head and members was constituted

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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Governance committee	24-Jun-2019

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2020

Date of Submission

30-Mar-2020

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

Web based College Management ERP system is designed and implemented from 2016 to automate organization and management of administration for both academic and admin purpose. The CMS operate with several modules. The admin, staff, head and students can log in individually using their own username and password. Profile Module: Profile Module involves: Institution Profiles, Staff Profile, Academic Calendar, User Roles Setting, Staff Department Mapping, Common Master and Course Creation. Report: 1. Staff Nominal Report 2. Academic Calendar Report 3. Day Order Report Admission Module: Admission Module involves: Application Enquiry, Application Validation Process, Admission Process, Section Allotment, Course Transfer, Student Profile and TC Generation. Report: 1. Application Enquiry Report 2. Admission Report 3. Admission Student Report 4. Course Wise Strength Report 5. Student Nominal Report 6. Dropout Student Report 7.

Course Transfer Report Fee Module: It consists of Fee Plan Creation, Installment, Discount, College FeeCollection, Bus Fee Collection, Hostel Fee Collection, Receipt Cancellation and Manual Receipt Report: 1. Fee Plan Report 2. Daily Fee Collection Report 3. Fee Receipt Cancellation Report 4. Course Wise Fee Collection Report 5. Student Wise Fee Collection Report 6. Component Wise Fee Collection Report 7. Individual Student Fee Collection Report Inventory Module: Inventory consists of Item Master, Vendor, Stock Entry, Item Issue and Item Return Report: 1. Stock Entry Report 2. Item Issued Report 3. Current Stock Report SMS Module: It consists of SMS Gateway Setting, Send SMS To Student Staff and SMS Sending Status.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Subjects are allotted to the staff of the department in a department meeting by the Head of the Departments. • Workload for each staff member will be determined and the class and staff time table will be devised. • The staff members will prepare the detailed lesson plan to complete the syllabus within stipulated time. • The lesson plan is documented with the counter sign of HOD and Principal The teaching schedule in-line with the University's Calendar of Events is exactly planned. To enhance the learning occurring at different steps for different students, flexibility is in - built in the planning to develop and implement custom made learning methodologies (collaborative, individual, experiential, problem solving, etc.). To ensure the quality of teaching, learning and evaluation processes both the knowledge as well as the understanding dimension of the revised Bloom's taxonomy is referred by the college. We have centralized Examination committee to conduct internal test and semester end examinations. Fair practices and transparency are maintained in the examination and evaluation processes. Due to the efforts taken by the faculty members and students, most of the students complete their course in the stipulated time with good percentage.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	02/07/2019	0	0	0

#### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction

Nil	00	02/09/2019
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NIL	06/07/2020

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

### 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Medical Coding	17/08/2019	65
Tally	10/02/2020	100
NPTEL Online courses	20/02/2020	19
Soft skills Training	02/01/2020	70
CCNA	24/01/2020	2
Robotic	24/01/2020	1
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	Biotechnology	15
MSc	Biochemistry	6
MSc	Applied Microbiology	13
MBA	Management Studies	39
MSc	Information Technology	2
MSc	Applied Electronic Science	7
MSc	Maths	16
BCom	Computer Application	59
BSc	Hotel Management- Industrial exposure Training at Star Hotels	13
BCom	Corporate Secretaryship	10
No file uploaded.		

### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes

Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

**Feedback Obtained**

The feedback on Teaching Learning Evaluation were obtained from the students. The feedback scores given by the students were processed and analysed. The individual appraisal reports of the teachers were handed over to the Heads of the respective departments for the distribution to the teachers concerned. The feedback obtained from students, teachers, parents, alumni and employers is utilised to improve the existing curriculum and to bring in innovations in teaching and learning. The college depends on the feedback to understand the usefulness of the courses it offers in developing disciplinary knowledge, employability, entrepreneurial skills, and inculcating transferable and life skills. The feedback obtained from students, teachers, parents, alumni and employers is utilised to improve the existing curriculum and to bring in innovations in teaching and learning. Feedback from students is collected at the end of every academic year, whereas the feedback from parents is collected on parent-teacher meeting. The feedback reports from all the above sources were consolidated and submitted to the Principal for taking appropriate remedial measures wherever necessary.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

### 2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1644	136	128	13	67

### 2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
145	145	3	2	2	6

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)



### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The Students Counselling Scheme of the college aims at the overall development of students from the time they enter the college. The scheme helps the students in recognizing the talents latent in them and proactively channelizing their energy towards making them well-rounded individuals. Mentoring programme revolves around the mentors meeting students every month. It aims at strengthening the dynamics of caring, sharing and learning knowledge, skills, attitudes, academic heights, personal growth and professionalism between the mentors and the students. The process of mentoring through the year commences with the nomination of the mentors from the respective departments, orientation programme to the mentors, printing of the work book, getting acquainted with the work book “mentoring through the year”. Monthly meeting are structured and recorded in the work book. We are able to maintain the matrix of 1:25 ratio (one staff for 50 students in cases) as all the staff members are involved in the process of mentoring. The students are highly encouraged to meet their mentors during the course of the month. Nevertheless, students must meet their mentors once in a month during the allocated time given to them. The mentors are highly encourages to refer the needy students for counselling and the counsellor meets them and helps their troubled areas of life. Students make use of this counselling scheme for the betterment of their academic pursuit, personality and discipline in a friendly atmosphere. The Principal would take into consideration the reports of the Heads of the Departments or Counsellors while issuing Attendance, Conduct certificates.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
5223	194	1 : 27

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
194	194	Nil	35	59

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Nil	Nil	Nil
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
<b>No Data Entered/Not Applicable !!!</b>				
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### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Assessment of performance is an integral part of teaching and learning process. The institution adopts Centralized Continuous Internal Assessment (CIA) system to assess all aspects of the students' development on a continuous basis throughout the year. The College follows the procedures of conducting Continuous Internal Evaluation as prescribed by the University of Madras. CIE consists of Written tests, assignments, Seminars and Attendance components.

Students are oriented about the components and dates of CIE in the beginning of the academic year through the academic calendar. The departments display the CIE exam timetable in their respective department notice boards well in advance for the students to prepare and perform well in their exams. The class Teacher prepares a consolidated report of the marks after the conduct of CIE components. The evaluated answer scripts are distributed to the students for verification and clarification of doubts regarding any correction. The Principal conducts Review Meeting department wise to give necessary feedback for the improvement of students' performance. Progress Reports Parents Meeting: The institution is keep on monitoring the performance of the students and reports to the parents Progress Reports are sent by the tutors to the parents after each of the test. Parents are advised to note the performance of their wards and take remedial classes if needed. The model examination is the main component of the internal assessment which is conducted once in every semester. It is centralized and anchored by the exam committee for the smooth conduct of exam. The Exam Committee prints the required number of question papers and every student is given a copy of the question papers. External examinations of three hours duration will be conducted at the end of every semester or all the theory papers and practical papers. Students should satisfy the eligibility criteria of 75 attendance in each semester to appear for University Examination. Invigilation list is prepared and communicated to all faculties.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

1. The Academic calendar of institute is prepared and then HOD along with staff prepares the calendar of the department which is in adherence with the University calendar. 2. Each department conducts the meetings of faculty before term end of previous semester and discusses the syllabus of the program and identifies specialized faculty in particular domain and calls the subject preferences from the faculty. Based on this discussion HOD distributes the load. 3. Faculty prepares teaching plan of topics to be covered in upcoming semester as well as course file before the beginning of next semester. 4. The faculty prepares course file by referring standard course file index it includes details of Lecture plan, Notes and other study material, previous year University question papers along with solution, assignments, e learning, material etc. 5. Both the faculty and the students are provided with a copy of the calendar. 6. The general CIE schedule is prepared by the Academic coordinator as follows: The first CIE is conducted after 30 working days and the faculty is expected to cover 2 units of the respective curriculum and the second CIE after a subsequent 30 working days and completion of 2 more units. 6. The calendar also includes management committee, college committee for various events and members of committee and department faculties. 7. The governing rules of institution for the betterment of students are listed in the calendar. The grievance and counselling cell details are enclosed in calendar. 8. The outline of course, subject evaluation methodology also mentioned in the calendar to give the clarity on internal assessment metrics. 9. The same has been instructed during the orientation session. The calendar distributed to all the students in the beginning of academic year. 10. At the end of semester, course end survey is collected. Course outcome are evaluated based on survey analysis of course end survey and student's performance in exams. 11. Institute organizes co curricular and extracurricular activities to supplement the curriculum. 12. Institute carries out result analysis and gives the information to IQAC and seeks the guidelines from it for further improvement.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.msccartsandscience-edu.in/igac.html>

### 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

### 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.msccartsandscience-edu.in/igac.html>

### CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	90	Mohamed Sathak Trust	8000	8000
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#### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Artificial intelligence in Bioinformatics and drug discovery (MOU with Wisecorner Laboratories, Chennai)	BIO TECHNOLOGY	14/08/2019
NPTEL Workshop	BIOCHEMISTRY	18/02/2020
Re Emerging microbial threats COVID-19	BIOCHEMISTRY	21/02/2020
Academic Research collaboration discussion with Management and Science, Malaysia	BIOCHEMISTRY	19/02/2020
Mushroom Cultivation	MICROBIOLOGY	28/08/2019
Recent in mathematics and its application	Maths	17/12/2019
Software testing and automation	B.Com-Information System Information	14/02/2020
What investment in life?	Psychology	16/10/2019
Identifying a dyslexic child in a normal	Psychology	09/08/2019

classroom		
A guest lecture entitled "Whether there's a need for a goal in life" given by Prof B HARIPRIYA	Chemistry	29/08/2019
A guest lecture entitled "Interactive Periodic Table" given by Dr. S. BALASUBRAMANIAN, Professor of Inorganic Chemistry, University of Madras, Secretary, Royal Society of Chemistry, South India	Chemistry	18/12/2019

### 3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	29/06/2020	Nil
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### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	03/03/2020
No file uploaded.					

## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
PG and Research Department of Microbiology	2
PG and Research Department of Biotechnology	1

### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	PG Research Department of Biotechnology	8	1.5
International	PG Research Department of Biotechnology	7	4.4
National	PG Research Department of Microbiology	2	0

National	Department of Business Administration	4	1
International	Department of Business Administration	4	1
International	PG Department of Mathematics	4	5.8
International	PG Department of Electronic Science	1	0.14
National	Department of B.COM Computer Application	1	0
International	PG Research Department of Biochemistry	18	2
National	Department of Chemictry	1	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Department of Tamil	8
Department of Chemistry	1
PG Department of Mathematics	1
Department of Business Administration	7
PG Research Department of Biotechnology	8
PG Research Department of Microbiology	7
PG Research Department of Biochemistry	4
Department of BCA	2
Department of MBA	6
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations	Institutional affiliation as
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					excluding self citation	mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
<b>Attended/Seminars/Workshops</b>	27	47	23	49
<b>Presented papers</b>	9	13	Nill	1
<b>Resource persons</b>	4	7	1	10

[View File](#)

### 3.4 – Extension Activities

#### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>			
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#### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
<b>MANIDANEYAM Awareness programme</b>	<b>MANIDHA NEYAR AWARD</b>	<b>MAITHRI , NGO CHENNAI</b>	25
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#### 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>				
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### 3.5 – Collaborations

#### 3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
<b>Visiting Fellow</b>	1	<b>Chinese Government</b>	60
<b>No file uploaded.</b>			

#### 3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the	Name of the	Duration From	Duration To	Participant
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	linkage	partnering institution/ industry /research lab with contact details		
<b>No Data Entered/Not Applicable !!!</b>				
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
SKYLINS INFOTECH	17/08/2019	Medical Coding, Placement for life students (Biotechnology, Biochemistry, Microbiology)	70
TalenData Technologies	17/08/2019	Internship, Placement, Industrial Visit	70
Keras Tech Analytics	13/01/2020	Big Data Science	30
CSC Computer Education	23/10/2019	TALLY Course fro Commerce and Management Students	300
Infinity PMC	06/09/2019	Tally ERP9	50
PACE Academy	01/08/2019	Guest Lectures, Workshops	80
Madras Management Association (MMA)	03/10/2019	For Guest Lectures, Workshops and Industrial Visits	80
Institute of Analytics, Chennai	11/07/2019	Guest Lectures and Workshops	80
Gemicates Technologies Pvt .Ltd	20/08/2019	Embedded Systems and IOT Training Course for Students Projects	10
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#### **CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

##### **4.1 – Physical Facilities**

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
600000	528000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
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Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar halls with ICT facilities	Existing
Others	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
No file uploaded.	

#### 4.2 – Library as a Learning Resource

##### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NIL	Fully	NIL	2019

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	28972	11918585	171	21060	29143	11939645
Reference Books	894	1536600	105	13200	999	1549800
e-Books	5000	Nil	1000	Nil	6000	Nil
Journals	107	165480	Nil	96	107	165576
e-Journals	8181	9204	Nil	Nil	8181	9204
Others (specify)	2297	57035	Nil	Nil	2297	57035
No file uploaded.						

##### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	02/01/2020
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	491	9	9	2	1	7	20	40	0



Added	0	0	0	0	0	0	0	0	0
Total	491	9	9	2	1	7	20	40	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

40 MBPS/ GBPS
---------------

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	<a href="#">NIL</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
9450000	9300000	5800000	5500000

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The procedures and policies adopted by the College for maintaining and utilizing physical, academic and support facilities include: up-gradation of the obsolete, facilities well-versed with technology and which enhance the quality of institutional life, provide comfortable and ergonomically efficient spaces and environment for optimal output. To facilitate these, the College seeks and receives requisitions from the faculty and the students based on curricular requirements like laboratories, library, sports facilities, classrooms and special dedicated spaces/rooms like the enabling unit, studios, editing bays, dark rooms and equipments like projection facilities in the classrooms, recorders, cameras. The College has an extensive IT infrastructure. For all major computer related problems, a service provider is hired. Computers are regularly updated with anti-virus software to protect them from malicious programs. All classrooms, labs and departments are cleaned every day by a team of workers who carry out pre assigned duties as per the directions of the Sergeant. The cleaning of all washrooms in the college is entrusted with an agency from outside the college on AMC. The College has separate play grounds for the sports of Kabaddi, Khokho, Cricket, Basket Ball and Foot Ball. The grounds are utilized during the various sports festivals organized by the College. The College has well equipped facilities for indoor games like chess, carrom, table tennis etc. They are updating the display of laboratory with respect to laboratory time-table, list of experiments, list of major equipment along with cost, lab area, and charts as well as keeping record of consumables required for the laboratory. The institute's librarian and department library coordinators are regularly reviewing and evaluating resource materials, such as book reviews and catalogs, in order to select and order print, audiovisual, and electronic resources. Departmental library in charge prepares a list of books and display the updated list semester wise in the department. Make a new entry of books as available in the department library. Arrange the books or copies of books subject wise in the book shelf and make the entry accordingly. The classrooms in the college are utilized for various competitive examinations conducted by State and Central governments on holidays. The College has more than 400 computers installed in various facilities such as computer laboratory, library, College office, browsing center, IQAC Room, browsing area for students

Reference and Research Room, Examination Room Conference Room, and the cabins of Principal, Vice Principals, Librarian etc. These machines are maintained by the Hardware Support Team appointed by the Team. A number of CCTV cameras have been installed to monitor the infrastructure.

<http://www.msccartsandscience.edu.in/>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
<a href="#">View File</a>			

#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial classes for all departments	25/09/2019	300	Mohamed Sathak College
Personal Counselling for all departments students	07/07/2019	600	Mohamed Sathak College
Business Intelligence	20/08/2019	100	Business Standard
Team Building	14/02/2020	75	Freelancer
Bridge Course for all first year students	08/07/2019	1000	Faculty Members - Mohamed Sathak college
Soft skill development	21/07/2019	100	Faculty Members from English Department - Mohamed Sathak college
Yoga, Meditation	18/09/2019	100	Physical Director
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#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed

2019	NIL	Nil	Nil	Nil	Nil
2020	NIL	Nil	Nil	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	5

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
<a href="#">View File</a>					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	5
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
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## 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
<a href="#">View File</a>						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college does not have a student council directly. However, every department has an Association in which student representatives play major roles in organizing various academic activities. They conduct meetings on regular basis. Minutes are recorded for the same. The student council coordinates with the department secretaries to organize various co-curricular and extra-curricular activities. Students are also actively involved in various societies of the college like NSS, Cultural Society, Women's development cell, EDC, Placement cell and many others. We have student representatives in the following academic and administrative committees of the college Extracurricular Activities Committee: 1.Grievance Appeal Committee 2.Library Committee 3.Students Welfare Committee 4.Internal Quality Assurance Cell 5.AntiRagging Committee.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

1200

5.4.3 – Alumni contribution during the year (in Rupees) :

120000

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni from different batches visited the college during the year 2019-2020 and a get together meetings were conducted on the occasion. On behalf of IQAC Alumni association, MSCAS, Conducted alumni meeting for various departments on September 2019 onward and alumni have shared their memories and their willingness to contribute for the development of Alma mater. For the Students By the Alumni scheme is introduced by the principal received overwhelming response from alumni. They are invited for orientation programs to share their experiences and insights on job opportunities and current trends prevailing in the market. Alumni facilitate internship, training, part time jobs and campus recruitment. Alumni entrepreneurs are invited to exhibit their products and thus serve as inspiration to the budding student entrepreneurs. Alumni act as referral agents for students training and placement. The alumni can contribute to the development of the departments like donating the financial assistance to students from socially and economically backward sections to meet their educational expenses.

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. The College Development Committee has been constituted as per guidelines of the University of Madras. The Committee comprises of representatives from the management, teaching staff, supporting staff, administrative staff, Heads of the Departments, ex-students and IQAC Coordinator. The Principal is the head of the institution, and he reports to the Respected Chairman, Executive Director and College Director. The principal carries out his duties in consonance with the vision and mission of the college and directions of the management. The Principal and the Vice Principal along with the Executive Administrator are given freedom to plan academic and administrative activities for the smooth conduct and continuous progress of the college both for the Teaching and Non

teaching aspects of college functioning. IQAC has the freedom to formulate quality policies and its implementation discussed and planned at the several meetings conducted in the year. HODs of Departments have the freedom to plan, implement, finalize and shape activities in view of the available resources by conducting department meetings. Staff Meetings- A large number of issues are discussed during staff meetings, giving the scope for collective thinking and decision making. Faculty members have contributed in a big way in internalizing quality policy due to openness in working at all levels and free access to the Principal and Vice Principal. Apart from the committee various statutory bodies such as, 1. Academic council 2. Internal Quality Assurance Cell 3. Library Committee 4. Grievance Appeal Committee 5. Extra Curricular Activities Committee 6. Students Welfare Committee involved in the decision making process. These bodies serve as a platform for Heads of the departments, Faculty members and other stakeholders like parents, members of the local community, educationists, employees, industrialists, and alumni, who are the members of these bodies, to express their views and participate in the decision making. 2. The college follows the principle of Participatory Management The defining, allotting and communicating of responsibilities happen concomitantly in the meetings conducted at various levels are like: Interaction with parents: The teachers interact with parents in Orientation Programs, Principal follows up with parents of defaulters in attendance, interact with parents of meritorious students during prize distribution functions. Inputs from Alumni at department level: Help us plan activities for the students such as Industrial visits, Internships and placement. • Interaction with employers: Ideas drawn from external interactions by faculty members with employers during placement activities and industrial visits is shared for future planning of activities/courses.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The admission process is highly transparent. Rules and regulations of the University of Madras and Govt of Tamilnadu are strictly adhered to. Fee will be waived for the deserving students. Our Management also provide scholarship for those who are getting above 80 inn HSC level for every year. Faculty members conduct Lecture on career counselling for 12th std. students. Special preferences are given for the First Generation Learners, Minority communities in align with the Vision and Mission of the College.
Industry Interaction / Collaboration	Research Department of Biotechnology, Biochemistry and Microbiology associated and MoU Signed with Skyline-medical coding ,Chennai for conducting medical coding training cum placement 2019-2020. Interaction and collaboration with industry is organized by the College to facilitate

skill and knowledge application and enhance the availability of internship and employment opportunities for the students. Experts from industry, educational and research institutions are invited for interactive collaboration. Industry exposure through Internship: Students from various department took up internships.

Human Resource Management

The management makes appointments through prescribed procedures. At the end of each academic year the workload of the department is prepared and sent to the Principal. To promote academic growth of the teachers the college motivates and actively supports their Ph.D. studies, publication of books, articles. They are also provided a platform to present their research to their colleagues. We acknowledge the skills and qualifications of the faculty along with their experience. We allot proper job to each staff. The management selects the skilled and competent people for appointments as per the prescribed recommendations. Faculty and Staff are encouraged to participate self development programmes. Administration supports faculty, staff and students with necessary and relevant support to optimize their work.

Library, ICT and Physical Infrastructure / Instrumentation

To showcase the rich collection of reference books in the library, Book exhibitions were organized for teachers, students and general researcher. Infrastructural facilities like Laboratories, Instrumentations and ICT tools are upgraded periodically to meet the demands of the changing times. The college has procured expensive instruments and equipment over the past several years by using funds from MOHAMED SATGHAK TRUST. The college campus has been monitored with CCTV facility for surveillance. British Council Institutional Membership was renewed for the benefit of both the faculty and the students. There are two halls with for use of SMART class rooms equipped with LCD projectors.

Curriculum Development

The academic curriculum is confined to the syllabus of Choice Based Credit System (CBCS) framed by University of Madras. Examination committee ensures smooth conduct of examinations. Several faculty members are active members of

University appointed examination committee to frame questions papers and evaluate examination scripts. As an affiliated college the curriculum designed by the University of Madras is followed. Necessary recommendations in the syllabus are given to University of Madras through the members of Board of studies in the respective subjects. Apart from regular UG PG, MPhil courses the college offers PhD Programme in the courses like Biotechnology, Microbiology and Biochemistry. The college also offers Diploma courses. Language based bridge course for first year students. Students are encouraged to use library and other IT facilities for preparing their assignments and seminars.

Teaching and Learning

Monitoring: Academic calendar and planning, teachers' diary reviewed monthly by HODs and semester wise by the Principal, monitoring of lectures taken and compensated, 100 percent coverage of syllabi, endorsing of innovative methods adopted by teachers and use of various audio visual aids.  
 Infrastructure support:

Examination and Evaluation

A Variety of assessment methods are being used for examination and evaluation. The entire syllabus is divided into core, elective and foundation as per the regulation of University of Madras. The students are given practices to deliver seminars, to write assignments, project and practical tests. The students are given practices to deliver seminars, to write assignments, project and to improve their practical skills. Examination committee to ensure smooth conduct of examinations. The end semester examination question paper is set by University of Madras. The practical examination is conducted with internal and external examiners appointed by the superintendent of examination.

Research and Development

The college offers research facilities leading to the award of M.Phil., degree in 3 departments (Biotechnology, Biochemistry Microbiology) and Ph.D., degrees in 3 departments like Biotechnology, Biochemistry Microbiology departments in the college have facilities for Full-time and Part-time research. Faculty members of the college consistently

apply for minor and major projects from funding agencies like UGC, DBT, DST. Research activities of the college result in the publication of research papers in national and international journals. All the departments are encouraged to organize International and national seminars, conferences and workshops. Faculty members are encouraged to pursue PhD programmes and are provided od to attend conference.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<p>The Principal and Management is informed of every activity in the college through emails as well as WhatsApp group. Time Table for teaching is generated using ERP- Mastersoft software Attendance of students is monitored using software. ERP is utilized for planning and analyzing the academic activities of the college every academic year. Reports generated using the ERP system enables the college to understand future requirement and changes needed in the strategies. Keeping in mind the tech savvy generation, innovations have been made to use social media platforms to exhibit college activities on Facebook with the college alumni.</p>
<p>Administration</p>	<p>Student data is maintained online Each student can view their academic data throughout the year. The ERP system enables the college to maintain the data of students and staff and to generate different types of reports for various administrative requirements. Further, the ERP system utilized to provide category-wise lists of students admitted to various programmes and to identify and intimate fee defaulters. The data available on each individual can also be used for various verification purposes. Student attendance is monitored through the data and reports generated by customized electronic attendance system and software.</p>
<p>Finance and Accounts</p>	<p>The students deposit their fee online. College is using Tally ERP 9.0 for maintaining the books of accounts and Payroll software for salary dispersal. In order to meet the daily expenses to be incurred, petty cash facility is available with certain</p>



	<p>financial freedom delegated to the Principal. A flash report is verified fortnightly. Net banking facilities are used for payments for Affiliation fees, Payment to visiting faculty, Provident fund, Online admission. Online Payment of TDS. Students are allowed to make payment using Digital facilities transactions.</p>
Student Admission and Support	<p>Online registration by students during admissions has helped us create an accessible student database. The ERP system is designed to give a hasslefree application submission and application fee payment. The system also helps save time and the whole process reduces paper usage. No-Dues certificates are issued to students based on the reports generated using the ERP system.</p>
Examination	<p>The College has the separate Examination cell with equipped ITC tools necessary for examination purpose .Internal assessment of the students are available on the ERP Portal. As per the requirement of Examination department all the necessary equipments are provided by the college such as Separate Desktop and Internet Facility for online procedure of Paper Downloading and further activities for exam purpose.</p>

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr.S.Bagavathy	International conference on mother and Child care at Bangkok	Mohamed Sathak Trust	3000
2019	Dr.G.Priya	International conference on mother and Child care at Bangkok	Mohamed Sathak Trust	3000
2019	Mrs.Nasreen Najeeb	International conference on mother and Child care at Bangkok	Mohamed Sathak Trust	3000

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Faculty Development Programme - B Positive	Nil	17/02/2020	17/02/2020	180	12

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
195	195	36	36

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Loan facilities through college Indian Overseas bank, Employees Provident Fund,ESI Medical Insurance, Dispensary and Sport facility	Financial Assistance in case of Medical emergency	Students counselling centre, Scholarship and Financial aid for poor students, Concessional Bus pass and Train Air Concession for the students, Student Medical Insurance and • Fitness center for hostel students

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The Institution conducts regular Internal and External Audits every Year. Internal audits are conducted by the IQAC. Senior faculty members from the college serve as the members of the administrative audit team. External audits are conducted by the office of Mohamed Sathak Trust. The College regularly maintains the finance and account in computerize manner, an Annual audit is conducted internally.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
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6.4.3 – Total corpus fund generated

120000.00
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### 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Mohamed Sathak Trust- CEO, Dr.Manivannan	Yes	IQAC Team
Administrative	Yes	Expert from Mohamed Sathak Trust	Yes	IQAC Team

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

<p>1.Open Day is conducted once in every semester to facilitate meeting and interactions between parents and teachers. 2.Parents were informed about their wards who absented themselves for every days through management software continuously. 3.Parents give suggestions and feedbacks in the Annual parent Teacher Meeting organized by the College.</p>
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6.5.3 – Development programmes for support staff (at least three)

<p>Financial assistance and advance amount to give for occasion and our management given Maximum 7 days leave without loss of pay.</p>
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

<p>1. IQAC has been actively involved in conducting various activities for the teaching and support staff and students to mention a few are as follows: Yoga training programme, Bridge courses and subject related courses were conducted by different departments . 2.Submitted institutional data to MHRD for NIRF rank participated 2019-2020 and Renewal of ISO Certification. 3.Administrative Audit conducted to assess the effectiveness of functioning of the office systems and processes. 4. Enabling teachers for E-content Development. 5. Digital module was prepared by the IQAC members for collecting personal and departmental data for website updation.</p>
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	Yes
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

## **CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Celebration of International Women's day	09/03/2020	09/03/2020	80	25

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>1.LED lighting have been installed at various places in the campus. 2. Our Campus Our Tree Our Environment o Naming of all plants of the campus with their names in English and botanical names. An initiative by the PG Research Department of Biochemistry. 3. Vermicompost pits were constructed involving the active participation of students and staff. The compost were prepared from the vegetables wastes and egg shells collected from campus hostel, markets and hotels from the surrounding area Around 25 Kilograms of fertilizers was obtained from the vermicompost pits and donated to the farming community by PG Research Department of Biotechnology. 4.NSS volunteers participated on International Wetland Day On 5th February 2020.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	5
Provision for lift	Yes	5
Ramp/Rails	Yes	5
Rest Rooms	Yes	5
Scribes for examination	Nill	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	08/10/2019	1	Traffic Awareness Programme organized	Traffic Awareness	100

					by NCC in association with Chennai Commission office		
2019	1	Nil	21/06/2019	1	Yoga classes	Yoga practises with staff and students	100
2019	1	1	31/01/2020	1	Participated of NSS volunteers in Polio Drive	Health and Hygiene	30
2019	1	Nil	20/08/2019	1	Campus Cleaning	swachh bharat awareness program	100
2019	1	Nil	15/10/2019	3	International Cane Day	Our students collected money through FLAG SALE in view of International Cane Day and given the amount to welfare of the BLIND PEOPLE	600

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Moral and Islamic Program	03/02/2020	Conducted by the Departments of Islamic
Students Calendar	01/10/2019	Value education and Moral education classes Student Mentoring through discipline committee of staff and Tutorial classes Awareness programmes under various activities.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Teachers Day	05/09/2019	05/09/2019	185
No file uploaded.			

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Provided separate dustbins for bio-degradable and non-biodegradable waste. 2. The NSS Unit of the college plants new trees every year. 3. The institution has stopped distributing plastic files during its seminars and conferences, as well as institution does not accept projects in plastic files jute bags are used to distribute the seminar or conferences kit. 4. Circulars and other communications are shared electronically to save paper. 5. Minimum Energy Consumption: classrooms, laboratories, staffrooms and offices are naturally well lit LED lights and five star eco friendly air conditioners are used in the college.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

1. Title of the Practice: Social interaction and flexible good attitude of students and staff Objective of the Practice: To help every student to be comfortable and free in the campus to be good in the subject learning, social responsibility towards society, staff, college authorities and university through staff in campus till he achieves his goal. The Context: The Mohamed Sathak College of Arts and Science, established in the year 1981 by the Mohamed Sathak Trust with the best objective of serving the rural youths by imparting higher education adhering not only to national but also international standards of education and fostering an enduring sense of discipline and single minded dedication to work. The Practice: All students are provided with good teaching by our experienced staff members through the corresponding Heads of various departments who in turn monitor the teaching quality in the department. Apart from this every department provides individual coaching to weak students in the evening after college hours. All types of counseling's are given through class councilor, Hods and Principal. Placement assistance was provided to every students through department and special training was given to them depending on updated skills in subject. Discipline committee was formed to monitor discipline of the campus. Evidence of success: All students in different departments have adequate attendance, nil arrears and have either higher studies or employed in a good concern. Students are equipped with different skills of learning, social activities like NSS, YRC, RRC and CCC and disciplined. 2. TITLE: Awareness on "POLIO DROPS" Objectives: To bring awareness on Polio virus To contact individuals in-person The Context: Polio drops is an essential tool available to protect children against polio. WHO recommends vaccine for the global eradication of Polio? OPV is being given as an eradication program, and as a part of this routine immunization services our students were actively involved in bringing awareness to the social community on Polio drops. THE PRACTICE: To facilitate the social community, Chemmenchery Govt. Hospital staffs along with NSS staff and students of Biotech department were allotted in groups to cover all over Chemmenchery panchayat, Jawahar Nagar Ezhil Nagar. The programs were conducted from 19-01-2020 to 21-01-2020. Initially a common meeting was organized to bring awareness on Polio drops and for next 2 days the students were assigned in groups and visited ever home in each area to ensure whether the Polio drops have been given to their children. If not a "Second chance" was provided for the children to administer "Polio drops". To recognize the services rendered by the students, certificates were provided for them through the college. EVIDENCE OF SUCCESS: Around 150 children's were identified without administration of "Polio drops" after which students themselves administered the "Polio drops" for children's. PROBLEMS

ENCOUNTERED: Though students actively participated, they had some difficulties in walking for long distances and to make some community of people to understand the importance of "Polio drops"

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The Mohamed Sathak College of Arts and Science, an eminent educational institution with magnanimous management, envisions empowering the minority as well as other communities by providing easy access to higher education. In pursuance of this vision, the college management has been engaging in a series of support financially (No donation and Minimum fess) and flexibility in fees concession for meritorious students (1000 and above marks in 2) .Flexibility in admission process in course selection, fess details, counselling to all students communities about pros, employ ability of courses and higher studies abroad by college teaching staff from different disciplines. Good infrastructure facilities, labs, playground, auditorium and Hostel facilities with hygienic food.

Provide the weblink of the institution

<http://www.msartsandscience-edu.in/iqac.html>

### 8.Future Plans of Actions for Next Academic Year

1.Decided to registered Alumni Association. 2.Decided to appoint Student Mentor and faculty Mentor for the new students (Mentee). 3.Planned to conduct a workshop/Seminar/Conference through virtual mode Offline under IQAC 4. Decide to organized COVID 19 Awareness Program and Online Quiz Competitions. 5. Introduce Online/Offline Add-on Certificate Courses. Introduce Online/Offline Skill-based/Value-Added Courses. 6.To be develop and initiatives institutional (Learning Management System) and upload to our own website. 7. To publish international and national papers with Scopus and UGC Care journal/ Web of Sciences. 8. To be conduct IPR Workshop under IQAC CELL. 9.Seeking institutional ranking of NIRF. 10.Planned to conduct a workshop onStudent-Centric Teaching Methods.